# **Instructions for Form FTB 3582**

## **Payment Voucher for Electronically Transmitted Returns**

### **General Information**

Use form FTB 3582, Payment Voucher for Electronically Transmitted Returns, to pay your tax only if you:

- Filed your tax return electronically, and
- Have a balance due.

If you need additional copies, you (or your transmitter) can download California tax forms and publications from our Website

at: www.ftb.ca.gov

**Note:** You can pay the balance due with a check using this form. Or. you can have your payment automatically withdrawn from your bank account or use your credit card to pay the balance due. See the payment instructions in the tax booklet, or on our Website at: www.ftb.ca.gov

#### Private Mailbox (PMB) Number

If you lease a private mailbox (PMB) from a private business, rather than a PO box from the United States Postal Service, include the box number in the field labeled "PMB no." in the address area.

#### **General Instructions**

Is your form FTB 3582 preprinted with your information?

Yes. Go to number 1.

No. Go to number 2.

- 1. Verify that the following information is correct before you write your check or money order:
  - Name(s):
  - Address;
  - Social security number(s); and

Amount of payment.

If you need to make a change, use a black or blue ink pen to draw a line through the incorrect information and clearly print the new information. Scanning machines may not be able to read other colors of ink or pencil. Then go to number 3.

2. If you have a balance due, complete the voucher at the bottom of this page. Print your name(s), address, social security number(s), and amount of payment in the space provided. Print all names and words in CAPITAL LETTERS. Use black or blue ink pen. Scanning machines may not be able to read other colors of ink or pencil.

Verify that the following information is complete:

- Name(s):
- Address:
- · Social security number(s); and
- Amount of payment.

The information on form FTB 3582 should match the information that was electronically transmitted to the Franchise Tax Board and the information printed on the paper copy of your 2002 Form 540, Form 540A, Form 540 2EZ, or the Long or Short Form 540NR.

- 3. Make your check or money order payable to "Franchise Tax Board." Write your social security number(s), tax year (2002), and form number (540, 540A, 540 2EZ, or the Long or Short Form 540NR) of the forms that you electronically filed, on your check or money
- Detach the payment voucher from the bottom of this page. only if an amount is owed. Mail your check or money order and form FTB 3582 to:

FRANCHISE TAX BOARD PO BOX 942867 SACRAMENTO CA 94267-0008

**Note:** Do not send the paper copy of your tax return to the FTB. Keep it for your records.

## When to Make Your Payment

If you have a balance due on your 2002 return, send form FTB 3582 to the FTB with your payment for the full amount by April 15, 2003.

If you cannot pay the full amount you owe by April 15, 2003, pay as much as you can when you mail in this payment voucher to avoid additional charges. You may request to make monthly payments by getting and filing form FTB 3567, Installment Agreement Request. To order this form, use the Internet address shown above in "General Information" or call (800) 338-0505 and select "Personal Income Tax," then select "Order Forms and Publications." Enter code 949 when instructed.

#### **Penalties and Interest**

If you fail to pay the full amount you owe by April 15, 2003, a late payment penalty and interest will be added to your tax due.

<b>→</b> DETACH HERE — — — — —	- —	IF NO PAYMENT IS DUE, DO NOT MAIL		- — — —	DETACH HERE -	<b>−</b> >%	
(Calendar year – Due April 15, 2003)						,	
TAXABLE YEAR Payment Voucher for					CALIFORNIA FORM		
2002 Electronica	lly	Transmitted Returns		35	82 (e-fil	e)	
Your first name	Initial	Last name	ne		Your social security number		
				+	+		
If joint payment, spouse's first name	Initial	Spouse's last name if different from yours		Spouse's social security number			
			<u> </u>	+			
Present home address – number and street, PO Box, or rural route			Ap	t. no.	PMB no.		
07.				17100			
City, town or post office			State	ZIP Code			
IF NO PAYMENT IS DUE, DO NOT FILE THIS FORM.  IF AN AMOUNT IS OWED,  Do not send a paper copy of			Amount of payment				
MAIL TO: FRANCHISE TAX BOARD		your tax return with the					
PO BOX 942867 SACRAMENTO CA 94267-0008		payment voucher.		<b>_</b>	<u> </u>		
For Privacy Act Notice, get form FTB 11	31.	358202103			FTB 3582	2002	